

16 April 1973

MEMORANDUM FOR: Director of Security

SUBJECT : Reorganization Proposal

REFERENCES : (a) Memo to D/S fr C/A&TS dtd 12
Dec 1972, subject: Personnel
Reductions

(b) Memo to D/S fr A/C/ExecStaff dtd
19 Dec 72, subject: Possible
Reorganization of the Exec. Staff

1. References (a) and (b) have been reviewed in conjunction with other needs of the Office of Security and the following proposal is submitted as a combination of all the others which I feel would streamline management functions within the Office of Security:

(a) EPD would be eliminated as an organizational component within the Office of Security and the positions and functions would be transferred as follows:

- (1) GS-15 position C/EPD would be abolished.
- (2) Security policy matters coordination would be transferred to the position in the SSC now occupied by [REDACTED]
- (3) GS-13 position and GS-07 Secretary position now responsible for USIB matters to be transferred to SSC with functions. (Secretary slot should probably be downgraded at a later date.)

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- (4) GS-13 Records Management position and GS-06 Secretary position to be transferred to SR&CD with function and to assume additional function of responsibility for the Microfiche Program.

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- (5) GS-07 Secretary position to be transferred to A&TS as a Logistics Assistant position (to be filled by [REDACTED])
- (6) GS-14 Deputy Chief, EPD position to be transferred to A&TS as Planning Officer position.

(b) Concurrent with this action the following action should be taken within A&TS:

- (1) GS-11 Log Officer position would be abolished.
- (2) A&TS would assume all planning and reports functions except security policy functions.
- (3) Deputy Chief, A&TS will be upgraded from 14 to 15.

2. The net result of the above actions would be the deletion of two (2) positions from the Office of Security T/O and the transfer of two (2) positions to the Microfiche Program (SR&CD) which now has one person assigned to it on an overage basis.

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[REDACTED]

Chief, Administration and Training Staff